

To: The Honorable Mayor and City Council

From: Shannon Graham, Purchasing Manager
Purchasing Department



Date: October 13, 2015

RE: **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORTH MIAMI AND CRAVEN THOMPSON & ASSOCIATES, INC., FOR THE PROVISION OF ENGINEERING SERVICES TO DESIGN TRAFFIC CALMING FEATURES AT SPECIFIC LOCATIONS DESIGNATED BY THE CITY, PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 12-14-15 CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES, IN THE AMOUNT NOT TO EXCEED THIRTY THOUSAND ONE HUNDRED TWENTY (\$30,120.00), WITH AN INITIAL TERM OF SIX (6) MONTHS AND OPTIONS TO RENEW; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.**

RECOMMENDATION

Staff is requesting that the Mayor and City Council hereby authorize the City Manager to execute an agreement between the City of North Miami and Craven Thompson & Associates, Inc., for the provision of Engineering Services for Roadway, Traffic, & Transportation Engineering & Consulting Services, for providing professional services associated with developing contract documents, pursuant to Request for Qualifications No. 12-14-15 Continuing Architectural and Engineering Services, in the amount not to exceed Thirty Thousand One Hundred and Twenty dollars (\$30,120.00) with a term of six months.

SCOPE OF WORK

The City of North Miami is considering professional engineering services for development of designs for traffic calming features along NW 123rd Street and NW 1st Court, NW 123rd

Street and NW Miami Court, and 139th Terrace and NW 5th Court in the City of North Miami. It is the City's intention to enter into a contract with a Consultant to assist the City with the improvements of items such as raised intersections, curb and gutter, traffic circle with lighting, irrigation and landscaping, milling and resurfacing, and proper street markings and signage where designated by the City. It is expected that the Consulting firm will act as an owner's agent for the City and provide expert level advisory services on the technology, system capabilities, and best practice procurement methods.

The following tasks are all part of this proposal:

1. Survey and Topography.
2. Procure all necessary permits e.g. Miami-Dade Traffic.
3. Provide Contract Documents to include Project Plans to address scope of work items.

BACKGROUND

On March 24, 2015, the City issued Request for Qualifications # 12-14-15, Continuing Architectural and Engineering Services ("RFQ"), for the purpose of retaining experienced, licensed, and insured architectural and engineering firms to provide on a continuing, as-needed when-needed contract basis, the following specific professional services: Landscape Architecture/Interior Design, Roadway, Traffic & Transportation Engineering and Consulting, Water/Waste Water Engineering, Water Resources/Stormwater Design, Urban Planning & Design, and Environmental Engineering.

In response to the RFQ, Craven Thompson & Associates, Inc. submitted its sealed qualifications for the provision of professional Roadway, Traffic, & Transportation Engineering & Consulting, and was subsequently selected by City administration as having those qualifications and references most advantageous to the City.

On June 9, 2015, the Mayor and City Council passed and adopted Resolution No. 2015-R-52, approving the selection of Consultant for the rendition of Services on a continuing, as-needed when-needed basis that consists of having a pool of professional firms ready to serve as consultants to provide the City with Architectural and Engineering related services on a continuing contract basis.

ATTACHMENTS

Proposal

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORTH MIAMI AND CRAVEN THOMPSON & ASSOCIATES, INC., FOR THE PROVISION OF ENGINEERING SERVICES TO DESIGN TRAFFIC CALMING FEATURES AT SPECIFIC LOCATIONS DESIGNATED BY THE CITY, PURSUANT TO REQUEST FOR QUALIFICATIONS NO. 12-14-15 CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES, IN THE AMOUNT NOT TO EXCEED THIRTY THOUSAND ONE HUNDRED TWENTY DOLLARS (\$30,120.00), WITH AN INITIAL TERM OF SIX (6) MONTHS AND OPTIONS TO RENEW; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

WHEREAS, the City of North Miami ("City") desires to have a pool of professional firms ready to serve as contractors to provide the City with Architectural and Engineering related services on a continuing contract basis; and

WHEREAS, on March 24, 2015, the City issued *Request for Qualifications # 12-14-15, Continuing Architectural and Engineering Services* ("RFQ"), for the purpose of retaining experienced, licensed, and insured architectural and engineering firms to provide on a continuing, as-needed when-needed contract basis, the following specific professional services: Landscape Architecture/Interior Design, Roadway, Traffic & Transportation Engineering and Consulting, Water/Waste Water Engineering, Water Resources/Stormwater Design, Urban Planning & Design, and Environmental Engineering; and

WHEREAS, the RFQ was undertaken in accordance with Florida's Consultants' Competitive Negotiation Act, under Section 287.055, Florida Statutes (2015); and

WHEREAS, in response to the RFQ, Craven Thompson & Associates, Inc. ("Consultant"), submitted its sealed qualifications for the provision of professional Roadway, Traffic and Transportation Engineering and Consulting Services (collectively referred to herein as "Services"), and was subsequently selected by City administration as having those qualifications and references most advantageous to the City; and

WHEREAS, on June 9, 2015, the Mayor and City Council passed and adopted Resolution No. 2015-R-52, approving the selection of Consultant for the rendition of Services on a continuing, as-needed when-needed basis; and

WHEREAS, the City is in need of Services for traffic calming features at the following locations: 1) NW 123rd Street and NW 1st Court; 2) NW 123rd Street and NW Miami Court; and 3) NW 139th Terrace and NW 5th Court; and

WHEREAS, the City administration respectfully requests that the Mayor and City Council authorize the City Manager to execute an agreement, in order to commence Services accordingly.

NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:

Section 1. **Selection Approval.** The Mayor and City Council of the City of North Miami, Florida, hereby authorize the City Manager to execute an agreement between the City of North Miami and Craven Thompson & Associates, Inc., for the provision of Engineering Services to design traffic calming features at specific locations designated by the City, pursuant to *Request for Qualifications No. 12-14-15 Continuing Architectural and Engineering Services*, in the amount not to exceed Thirty Thousand One Hundred Twenty Dollars (\$30,120.00), with an initial term of six (6) months and options to renew.

Section 2. **Effective Date.** This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by a _____ vote of the Mayor and City Council of the City of North Miami, Florida, this ____ day of _____, 2015.

DR. SMITH JOSEPH
MAYOR

ATTEST:

MICHAEL A. ETIENNE, ESQ.
CITY CLERK



PRICE BID FORM

CCNA No. : D-01-15

**PROPOSAL FOR THE DESIGN OF TRAFFIC CALMING FEATURES AT
NW 123RD STREET AND NW 1ST COURT
NW 123RD STREET AND NW MIAMI COURT
NW 139TH TERRACE AND NW 5TH COURT**

Under RFQ No. 12-14-15

Continuing Architectural and Engineering Services

The prices listed below shall include the total cost to complete the Services including but not limited to materials, labor, equipment, bonds, insurances, etc, as necessary to ensure proper delivery of Services and/or products requested by the City of North Miami.

Respondents must fill out all line items below.

ITEM	DESCRIPTION	COST
1.	Survey & Topography	<u>\$4,500.00</u> Lump Sum
2.	Procurement of all Necessary Permits	<u>\$5,800.00</u> Lump Sum
3.	Contract Documents/Design/Plans	
	3a. Civil Engineering	<u>\$15,720.00</u> Lump Sum
	3b. Landscape and Irrigation	<u>\$3,600.00</u> Lump Sum
4.	Reimbursables	<u>\$500.00</u> Lump Sum
Lump Sum Grand Total (Lines 1-4):		<u>\$30,120.00</u>

- The price listed in the Solicitation Price Form shall include the total cost to complete the Work including but not limited to materials, labor, equipment, bonds, insurances, etc, as necessary to ensure proper delivery of the Project as requested by the City.
- Respondent, individual, partnership, corporation or association responding to this Solicitation certifies that all statements made in this document are true and correct to the best of their knowledge. Also the Respondent agrees to hold this offer open for a

period of one hundred and eighty (180) days from the deadline for receipt of Response.

- Respondent understands and agrees to be bound by the conditions contained in this Solicitation and shall conform with all the requirements.

Craven Thompson & Associates, Inc.

Company Name


Offeror Signature

Patrick J. Gibney, P.E.

Name (Please Print)

August 25, 2015

Date:

Vice President, Engineering

Title:

The above quote assumes the following:

1. Existing lighting is sufficient; improvements to lighting are not required.
2. Permit fees to be paid by City.
3. Contract documents to consist of engineered plans and survey meeting local jurisdictional requirements.
4. Raised intersections shall be sloped to drain to adjacent properties, mimicking existing conditions. No additional drainage improvements required.
5. No utility impacts.
6. Landscape Architectural / Irrigation plan assumes areas of pavement removal to be sodded and irrigated through adjustments to existing irrigation system.